

HC1038-10-R-2010 Q&As #2

1. Reference: PWS, 5.3 Functions within the Required Results, (cc) (4), page 14

Current Text: Providing internal support for security, IA, configuration management, marketing, facilities, logistics, supply, reproduction, distribution, libraries, ancillary, and other services.

Question: This paragraph appears to include items that will be moved to Ability One, such as facilities, reproduction, distribution, and library. Should they be removed?

Answer: Section 5.3(cc)(4) of the PWS shall be changed to read: Providing internal support for IA and marketing.

2. Reference: PWS, 5.3 Functions within the Required Results (hh) (4) ii., page 15

Current Text: Privileged access work may be of a technical or managerial nature.

Employees must meet training and certification requirements commensurate to Information Assurance Manager (IAM) appointed IA Workforce category, specialty, and level.

Question: This implies all DoD 8570.01M certified personnel must be certified in the management category. Most DoD 8570.01M certified personnel are certified in the technical category. Please clarify.

Answer: Most of the contractor positions will be primarily of a technical nature but in isolated cases may be managerial.

Section (hh)(4)ii of the PWS will be changed from:

ii. Privileged access work may be of a technical or managerial nature. Employees must meet training and certification requirements commensurate to Information Assurance Manager (IAM) appointed IA Workforce category, specialty, and level.

To:

ii. Privileged access work will be primarily of a technical nature but in isolated cases may be managerial. Employees must meet training and certification requirements commensurate to the IA Workforce category, specialty, and level as designated for the position by the JITC or TEMC government Information Assurance Manager (IAM).

3. Reference: PWS, 5.3 Functions within the Required Results, (ii) (1), page 15

Current Text: Participating as an exhibitor and attendee during conferences / symposiums /tradeshows, and performing follow-up coordination with new customers as necessary.

Question: Who is the contractor representing: JITC, TEMC, or contractor company? If representing the Government, will the Government pay all costs associated with the conference?

Answer: The contractor would be representing the Government and costs would be reimbursed within the task designating the work.

4. Reference: PWS, 5.3 Functions within the Required Results, (ii) (12), page 16

Current Text: Assisting in the transport and construction of DISA T&E exhibit materials as required. This may include heavy lifting of materials that exceed 100 lbs per item (e.g. large monitors, podiums, banner stands, pop-up displays etc.).

Question: Should this be “coordinate the transport” or does the Government intend for the contractor to actually transport the exhibit material?

Answer: PWS 5.3(ii)(12) will be revised to read: Assisting in the coordination of DISA T&E exhibit materials transport and actual construction of DISA T&E exhibit materials as required. This may include heavy lifting of materials that exceed 100 lbs per item (e.g. large monitors, podiums, banner stands, pop-up displays etc.).

5. Reference: PWS, 6. PERSONNEL, page 16

Current Text: The Contractor will provide fully qualified and trained personnel to ensure acceptable performance of all tasks assigned within the scope of Section 4 of this PWS.

Question: Section 4 of the PWS is Transition. Should this reference be Section 5 Performance Requirements versus Section 4?

Answer: This will be changed to read Sections 4 and 5 as personnel will be required for the transition periods also.

6. Reference: PWS, 10. CONTRACTOR’S QUALITY CONTROL PLAN, page 19

Current Text: ... The CQCP shall contain, at a minimum, the following items:

10.1 Three specific sections should be addressed to demonstrate and validate the services or deliverables to be provided under the contract/tasks are completed with a level of quality that meets the minimum performance thresholds.

Question: It is unclear in sections 10.1 through 10.7 what three sections are required for the CQCP. Please clarify.

Answer: Section 10.1 will be reworded as follows:

10.1 To demonstrate and validate the services or deliverables to be provided under the contract/tasks are completed with a level of quality that meets the minimum performance thresholds, the following three specific sections should be addressed: Quality Management Approach, Quality Assurance, and Quality Control and Quality Standards.

7. Reference: PWS, 11. SAFETY, page 20

Current Text: The Contractor must comply with industry and Occupational Safety and Health Administration (OSHA) standards and all installation standards in the performance of the contract. When required, the Contractor will provide items such as work boots, safety glasses, and other items necessary for safety.

Question: Is specialized (non-personal, non-common wear) personal protective equipment (PPE) going to be provided by the Government or procured by the contractor on a cost reimbursable basis?

Answer: Personal protective equipment will be provided by the contractor and charges would be expected to be recovered through the indirect rate structure.

8. Reference: PWS, 13.1 Items, page 22

Current Text: ... However, the Government will not provide cell phones, BlackBerries (if

contractor purchases for own use, BlackBerry's must comply with DISANet specifications), ...

Question: Will contractor BlackBerry's be authorized access to the DISANet if they must comply with DISANet specifications?

Answer: Contractor owned BlackBerry's will not be authorized access to the DISANet. Only government owned and configured BlackBerry's are authorized access to the DISANet. If the government determines, in an isolated case and in order to perform their job, that a contractor requires BlackBerry access to DISANet, the government will provide that individual contractor a BlackBerry as GFE for official government usage only.

9. Reference: Section B – Supplies or Services and Prices

Current Text:

Question: To ensure a complete document has been received, can page numbers be added to Section B?

Answer: The final solicitation will contain page numbers that will be issued by the contracting system used to prepare the document.

10. Reference: Section B – Supplies or Services and Prices, page B-1

Current Text: There are Firm Fixed Price (FFP) labor CLINs and Cost Plus Award Fee (CPAF) labor CLINs listed.

Question: How much of the labor is anticipated to fall under the FFP area?

Answer: Estimated to be less than or equal to 10% of the tasks.

11. Reference: Section B – Supplies or Services and Prices, ITEM NO 0002, page B-2

Current Text: Fixed Price Services

FFP

Base Period - fixed price services to support the mission functions of DISA Test and Evaluation Mission Support Services during the base period. The contractor shall provide services IAW the Performance Work Statement (PWS) incorporated herein Section C.4, Scope, dated _____. Estimated value is NTE _____.

Question: ISEC has moved to FFP tasks under their TEIS contract and has found that it does not easily match their business model which includes fluctuating testing schedules. While they have still issued a couple of FFP tasks, they have resumed issuing T&M as well as mixed T&M/FFP tasks which allow for sub tasks to be FFP or T&M based on the fixed or variant nature of the services provided. Is JITC considering similar scenarios for implementing FFP task/sub-tasks into this new contract based on their testing business model?

Answer: The FFP CLIN is estimated for less than or equal to 10% of the actual tasks issued under the awarded contracts. Remaining tasks are expected to be issued on a cost-reimbursement basis. There will be no T&M in the solicitation and resulting contract(s).

12. Reference: SECTION H.10 AFTER HOURS SUPPORT, (1), page H-4

Current Text: ... Individuals on the emergency phone roster will either carry a beeper or a cellular phone. ...

Question: If beepers or cellular phones are required, who is providing them?

Answer: The contractor will provide beeper and cellular phones. Charges would be expected to be recovered through the indirect rate structure. If the government determines, in an isolated case and in order to perform their job, a contractor requires a beeper and/or cellular phone, the government will provide that individual contractor a beeper and/or cellular phone as GFE to be used for official government usage only. A JITC Cellular Telephone User Agreement will be required.

13. Reference: SECTION H.14 LOGISTICS SUPPORT FOR OCONUS WORK, d., page H-8

Question: Current Text: For work performed in Germany the contractor must complete a "Certification of Employee Technical Expert Status" and "Individual Logistics Support Questionnaire." These forms must be completed and submitted in response to a Government SOW for a specific task, thereby allowing the contractor to complete the questionnaire and submit with his/her proposal.

Question: Consider including the Certificate of Employee Technical Expert Status Contracts Performed in the Federal Republic of Germany in H.16 versus H.14.

Answer: These are two separate clauses, H.14 is related to logistics support and H.16 is related to submission of offers. They will remain separate clauses.

14. Reference: SECTION H.33 CLOSEOUT TEP REQUIREMENTS, page H-24

Current Text: H.33 CLOSEOUT TEP REQUIREMENTS

Question: Consider moving H.33 so it is not in the midst of the TRICARE sections H.32, H.34, H.35, and H.36.

Answer: The clause will be moved for ease of reference.

15. Reference: Section L – Instructions, Conditions and Notices to Bidders

Current Text:

Question: To ensure a complete document has been received, can page numbers be added to Section L?

Answer: The final solicitation will contain page numbers that will be issued by the contracting system used to prepare the document.

16. Reference: 1) Section L, 2.2, Table 2.2 – Proposal Organization, page L-3

2) Section L, 2.2.4 Indexing, page L-5

3) Section L, 3.2 Table of Contents, page L-6

4) Section L, 4.2.2 Volume Organization (1) Table of Contents, page L-6

Current Text: 1) Volume: TOC, Volume Title: Table of Contents, Page Limit: 10 pages

2) Each volume shall contain a more detailed table of contents to delineate the subparagraphs within that volume. ...

3) Include a master table of contents of the entire proposal.

4) Table of Contents (including Lists of Tables, Figures, and/or Drawings)

Question: 1) Is the table of contents, which is sequenced under Volume II in Table 2.2, the master table of contents identified in Section 3.2 under Volume I?

2) Are the volume tables of contents exempt from the page allocations for

each volume?

Answer: 1) Yes, the table of contents is the master table of contents identified in Section 3.2 and will be included in Volume 1. It will be moved in Table 2.2 to fall under Volume 1. 2) Yes, the volume tables of contents are exempt from the page allocations for each volume.

17. Reference: Section L, 2.2.1.1 Page Size and Format, page L-4

Current Text: ... Pages shall be single spaced type with 1.5 spacing between each line. ...

Question: Please clarify if single space type means normal character spacing (kerning) whereas 1.5 spacing between each line is leading.

Answer: 1.5 spacing is in reference to vertical spacing between each line.

18. Reference: 1) Section L, 2.2.5 Glossary of Abbreviations and Acronyms, page L-5

2) Section L, 2.2.4 Indexing, page L-5

3) Section L, 2.2.1 Page Limitations, page L-4

Current Text: 1) ... Glossaries do not count against the page limitations for their respective volumes.

2) Each volume shall contain a more detailed table of contents to delineate the subparagraphs within that volume. ...

3) ... Each page shall be counted except for title/cover pages and blank pages.

Question: Please clarify the apparent conflict between these sections. Please clarify what elements do or do not count against the page limitations.

Answer: Section L2.2.2 last sentence shall be changed to read: Each page shall be counted except for title/cover pages, tables of contents, glossaries and blank pages.

19. Reference: Section L, 4.4 Subfactor 2 – Management Structure, page L-7

Current Text: ... The Offeror's approach to attract, recruit, and retain a highly qualified workforce will be evaluated through analysis of compensation plans, lag rates, hiring practices, retention rates, processes employed by the Offeror to plan for keeping staff trained in emerging technologies and for ensuring that high quality, well trained personnel are hired for all tasks. ...

Question: Please clarify what is meant by lag rates.

Answer: Lag rates are the number of days it takes to fill a position after award of a task.

20. Reference: 1) Section L, 4.5.7, page L-8

2) Section L, 2.2.2 Cost or Pricing Information, page L-4

Current Text: 1) Proposed cost for the transition effort. All costing data shall be included in the responses to the Sample Tasks.

2) All costing or pricing information shall be addressed ONLY in the Cost/Price Proposal and Contract Documentation Volumes. ...

Question: Please clarify the apparent conflict in these two sections. Please clarify where costing information should be presented.

Answer: Include all costing in the Cost/Price Proposal with a separate section for costs for sample tasks, identifying each specific task. L4.5.7 was intended to be an instruction to include task transition costs in each sample task (not to be confused with basic contract

phase-in/phase-out), although all cost information will be contained in the Cost/Price Proposal volume.

21. Reference: Section L, 6.2 Recent and Relevant Contracts, page L-9

Current Text: Submit information in accordance with Attachment 4: Past Performance Information on ...

Question: Attachment 4 is the Past Performance Questionnaire. Should this attachment reference be Attachment 3 Past Performance Information versus Attachment 4?

Answer: Yes, Section L, 6.2 Recent and Relevant Contracts, reference to Attachment 4 will be changed to read Attachment 3.

22. Reference: Section L, 8.4 Small Business Subcontracting Plan, page L-14

Current Text: ... All prime Offerors shall submit a Small Business Participation Proposal regardless of size. The purpose of the Small Business Participation Proposal is to review how all businesses both large and small will participate in the small business programs. The Small Business Participation Proposal will be in accordance with the criteria found in DFARS 215.304. ...

Question: 1) Should the title of the Small Business Participation Proposal be Small Business Participation Plan?

Answer: They are two separate documents. Section L.8.4 will be retitled to Small Business Subcontracting Plan/Small Business Participation Proposal and reformatted to include 8.4.1 Small Business Subcontracting Plan and 8.4.2 Small Business Participation Proposal.

2) Is the Small Business Participation Proposal a separate document or is it part of the Small Business Subcontracting Plan? If it is a part of the Small Business Subcontracting Plan, will the Government consider increasing the page limitation of the Small Business Subcontracting Plan to 15 or more pages? If it is a separate document, will the Government consider a page limitation of 5 or more pages?

Answer: The Small Business Participation Proposal is IAW DFARS 215.304 and the Small Business Subcontracting Plan is IAW FAR 52.219-24. Page limitation increases will be considered and changed in the final solicitation if determined to be in the best interest of the Government.

23. Reference: Section L, ATTACHMENT 3 PAST PERFORMANCE INFORMATION, F., page L-19 Current Text: Primary Customer Points of Contact: (For Government contracts, provide current information on all three individuals. ...

Question: Only the Customer Program Manager and Contracting Officer are listed, please clarify who the third Point of Contact should be.

Answer: "all three" shall be changed to "both"

24. Reference: Section M – Evaluation Factors for Award

Question: To ensure a complete document has been received, can page numbers be added to Section M?

Answer: The final solicitation will contain page numbers that will be issued by the contracting system used to prepare the document.

25. What is the projected timeline for final request for proposal release?

Answer: See answer #3 on Q&As #1, previously posted on FedBizOpps as amendment 1 to the draft RFP.

26. The previously posted Sample Tasks have been removed from the JITC web page. Can we expect revised Sample Tasks and if so is there a projected date?

Answer: Sample Tasks will be provided with the final solicitation (RFP).

27. Question: Will the Government consider allowing bidders to propose discounted rates for Task Orders?

Answer: Bidders will be allowed to propose discounted rates on tasks.

28. Question: Contractors are required to obtain Technical Assistance Agreements (TAA)s to work with foreign partners. Typically, TAAs take 30-90 days to obtain from Dept of State. TAAs can usually be obtained prior to or during the Form 1 release/task award process if the contractors involved have knowledge of the foreign partners involved in the project. Is there a means by which companies can be given sufficient notice of what foreign partners will be involved in a particular task order prior to Form 1 release?

Answer: Contractors will be provided with foreign partner information at task issuance. Earlier notification cannot be provided.

29. Question: More DoD contracts are requiring a company to have an on-site company Empowered Official as defined in the ITAR. Will this be the case for this contract?

Answer: Upon issuance of the final solicitation, the attached DD254, Item 13, section j will require that all classified foreign government information receives a final US Government clearance. This will not require an on-site Empowered Official.

30. Question: Any T&E activity with a foreign entity involves the need to refer to the Government's Delegation of Disclosure Authority Letter (DDL) for what's releasable and what's not releasable. Will DISA/JITC make available all applicable program/project DDLs to the successful awardees?

Answer: Tasks with this requirement will address this issue at the time the requirement is released for competition.

31. Question: To what extent will DISA/JITC require, per the ITAR, record keeping documentation be provided to the Government?

Answer: Please comply with ITAR requirements.

32. Question: Will program/project Security Classification Guides be available to successful awardees?

Answer: Yes, if it is available to JITC and necessary for the task, it will be provided to the contractor.

33. Question: Does the government plan to offer “one-on-one” sessions with Contractors? Contractor believes that this venue could be utilized to discuss the Government’s request for input on award fee.

Answer: The Government has determined that one-on-one sessions will not be necessary for this procurement. Further, the Government provided contractors the opportunity to provide input to award fee at the pre-solicitation conference and in writing during the Q&A period stated in the draft RFP.

34. Section H: Clause H.18, “Contractor Purchasing Procedures”, requires specific approvals for purchases that meet certain thresholds/criteria.

Question/Comment: If the contractor has an approved purchasing system, would DISA consider removing this clause, provided that purchases are made in accordance with the terms of the approved purchasing system?

Answer: Contractors will be allowed to make ODC purchases under \$100,000.00 without Government approval if they have an approved purchasing system, subject to approval of the ODC’s under the task. Section H.18 will be revised in the final RFP.

35. Section L: Paragraph 6.2 refers to Section M, Evaluation Factors, paragraph M002d – Past Performance Factor

Question/Comment: In Section M, the paragraph is noted as M2.3.3.

Answer: Section L 6.2 will be changed to read paragraph M2.3.3.

36. Section L, Paragraph 7.4.5, Submission of Analysis of Uncertainty: This section provides a web link to access the “Air Force Cost and Risk Uncertainty Handbook”.

Question/Comment: The handbook was not available at the link as specified. Can another link be provided, or can the handbook be included as an attachment?

Answer: The handbook is available on the Defense Acquisition University website under Risk Policy and Guidance at: <https://acc.dau.mil/CommunityBrowser.aspx?id=316093>

37. Section L, Paragraph 8.4, Small Business Subcontracting Plan: This section lists specific subcontracting goals that will be required as a percentage of total contract value.

Question/Comment: Are the goals listed for SDB, WOSB, SDVOSB, and HUBZone included within the Small Business goal of 28%? Or are they additive?

Answer: Yes, the breakdown goals are included within the 28% small business goal.

38. Section L, Attachment 2 paragraph a4 refers to a subcontractor/teaming partner consent letter and says see attachment 6 to this guide.

Question/Comment: There is no attachment 6. The last attachment appears to be Attachment 4.

Answer: This inconsistency will be resolved in the final solicitation.

39. Section L, Attachment 2 paragraph a6 refers to “paragraph f below”

Question/Comment: Should this reference be paragraph e?

Answer: It will be changed to read paragraph e.

40. Section L, Attachment 3 paragraph F refers to “three POCs”

Question/Comment: The Attachment 3, Past Performance Information, paragraph F only lists “two” POC’s: 1. Program Manager, and 2. Contracting Officer.

Answer: See response to question 23.

41. Section M: Paragraph M2.3.1 refers to PWS, Section C, paragraphs 5.2 and 5.3.

Question/Comment: Should this reference be paragraph 5.1?

Answer: Paragraph M.2.3.1 will be changed to read:

The evaluation will gauge the Offeror’s depth of understanding of the DISA T&E MSS Required Results, Attributes, and Functions stated in the PWS, Section C, paragraphs 5.1, 5.2, and 5.3.

42. Section M: paragraph M2.3.1.2 refers to “lag rates” (line 11).

Question/Comment: What do “lag rates” refer to?

Answer: See response to question 19.

43. Question: Will the Government provide an expected timeline for the final RFP release and response period so that industry can align resources appropriately?

Answer: See answer #3 on Q&As #1, previously posted on FedBizOpps as amendment 1 to the draft RFP.

44. Question: Can the Government provide historical performance data for APPENDIX C – ACCEPTABLE PERFORMANCE LEVELS AND STANDARDS.

Answer: Historical data for performance levels and standards is not available.

45. Question: For sample tasks responses, where the bidders could likely have an OCI, do we respond to that sample task or identify the OCI, or both?

Answer: Respond to both.

46. Question: Can the Government provide an expanded explanation of MRTFB costs and how the contractor should account for MRTFB in their response to the Government?

Answer: See answer #2 on Q&As #1, previously posted on FedBizOpps as amendment 1 to the draft RFP.

47. DRAFT Section B, Overtime (OT) Premium, CLIN(s) 0005, 0009, 0013, 0017, 0021.

Question: The FAR defines an Overtime Premium to mean the difference between the contractor's regular rate of pay to an employee and the higher rate paid for overtime. This equates to a half hour of pay for those staff earning one and one-half times their regular rate of pay for overtime. The CLIN for Overtime Premium in the draft solicitation states that Premium pay is not part of the award fee pool. Therefore, does the Government intend that the premium portion of overtime pay, the additional half hour paid to SCA staff, be excluded from the award fee computation?

Answer: Yes, the premium portion of overtime pay is to be excluded from the award fee computation.

48. DRAFT Section L 4.5.7.

Question: This directs the Contractor to propose all transition costs in the sample task pricing. Can the Government clarify how to segregate the transition cost from the sample task pricing?

Answer: In the pricing for each sample task, include transition costs proposed for that particular task only as a separate cost. This will not include pricing for the transition costs of the contract.

49. DRAFT Section L 7.4.3.

Question: Does each member of the Offeror's team establish their own rate for each skill, or does the entire team live under a composite rate for each labor category?

Answer: Prime and subcontractors will use their own rates for their respective labor categories under tasks.

50. Question: What equals the total evaluated price? Is it the sample tasks, a Government provided evaluation model, or both?

Answer: The total evaluated price of the proposal will be the price of the base year and all option years. Sample tasks will be reviewed as part of the evaluation of the contract price. The contractor shall utilize the sample task costs to calculate the total contract cost per the instructions in Section L

51. DRAFT Section L 8.1.2

Question: The Incumbent contract's RFP had an evaluation model with set skills, hours, locations and cost type that was used to complete Section B. How will this be done today? There is no total contract model.

Answer: The Government is not providing a total contract model. Each offeror is required in their proposal submission to provide their "best technical solution." This includes identifying the appropriate labor categories, labor hours, labor rates, and number of employees for each labor category, Other Direct Costs such as travel, equipment, materials, and profit. As stated in the RFP, labor and overhead rates should include sufficient detail to sustain a DCAA audit. Also, if a subcontractor relationship exists, the subcontractor must break out their costs in accordance with the above requirements. If necessary, the subcontractor may submit their cost breakout directed to the Contracting Officer.

52. DRAFT Section L 8.4

Question: The Small Business Goals stated add up to 48% inclusive of each category listed, which seems excessive for this type of effort. Can the Government clarify if the Small Business Goal is 28% and all of the other categories are a subset of the 28%?

Answer: See response to question 37.

53. DRAFT PWS Section 11

Question: The Contractor must comply with industry and Occupational Safety and Health Administration (OSHA) standards and all installation standards in the performance of the contract. What additional regulatory agencies and customer standards

(Environmental Protection Agency, National Fire Protection Agency, National Electrical Code, NAVOSH, OPNAV, etc....) will the customer be required to comply with?

Answer: The contractor will comply with any standards applicable to their task.

54. Question: Will the contractor have potential for exposure to ionizing or non-ionizing radiation in performance of contractual requirements?

Answer: No.

55. Question: Will the contractor be required to handle Hazardous Materials/Chemicals in performance of contractual requirements?

Answer: It can be assumed that there will be some type of hazardous materials/chemicals in the workplace during the course of the day. All hazardous materials/chemicals will require an MSDS sheet located in an area with access to anyone needing them.

56. Question: Does the Government anticipate requirements for the contractor to dispose of Hazardous or non-Hazardous Materials/Chemicals in performance of contractual requirements? If so can a typical listing be provided?

Answer: There may be a requirement to dispose of materials/chemicals on occasion. A typical listing would be cleaning compounds, light lubricants, gasoline, batteries, etc.

57. Question: Will the contractor be required to enter Permit Required or Non-Permit Required Confined Space in performance of contract requirements? If contractor is required to enter Permit Required Confined Space, will they also be responsible for Air Testing.

Answer: If part of task requirement, all applicable regulations related to task execution must be followed.

58. Question: Will the contractor be required to work at elevated levels via ladders, man lifts, or on roofs requiring fall protection in performance of the contract?

Answer: There may be an occasional, non-routine, requirement to work at elevated levels, but it would be specified in the particular task.

59. Question: Attachment 3 Shall the Contractor provide the Attachment 3 Past Performance Information Sheet exactly as it is formatted in the solicitation? or shall we modify it to comply with Section L 2.2.1.1 which states that "Pages shall be single spaced typed with 1.5 spacing between each line. Except for the reproduced sections of the solicitation document, the font type/text size shall be Times New Roman, no less than 12 point size"?

Answer: Either the format from the solicitation for Attachment 3 or compliance with the formatting in Section L 2.2.1.1 will be acceptable.